CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW5420			
Classification Specification: ASSISTANT PARTY CHIEF			
Salary Range: NR31			
Position Description: Assistant Party Chief			
Incumbent:			
Location: PW/Engineering - Land Surveying			

GENERAL PURPOSE:

Under the direction of the Land Survey Supervisor, perform routine to technical survey duties on a survey party; make advanced mathematical computations in the performance of assigned fieldwork.

Work is characterized by difficult, complex and specialized professional and technical duties in the surveying and calculation of survey projects, requiring the ability to make decisions and take responsibility for such decisions. The incumbent ensures that acceptable field methods are used and that work is completed and recorded in an accurate manner; coordinates surveys with supervisor's, inspectors' and contractors' needs.

Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform field survey work and topographical surveys; record legible, accurate and complete survey notes; reduce and draft survey notes, as required; conduct research to ensure complete information is available for field surveys; communicate survey and technical information to applicable jurisdictions.

Take a variety of horizontal and vertical field measurements with tape, including reduction in slope measurements by vertical angles and difference in elevation; apply corrections to tape measurements; measure with electronic distance instruments including reduction of slope and layout measurements.

Coordinate survey crew work schedule with project inspectors, contractors and private citizens.

Perform accurate and technical advanced-level engineering calculations and mathematical computations concerning field survey work; calculate distances, ties, angles, areas, traverses and closures accurately; perform necessary calculations to ensure closures of traverses and level loops; perform traverse adjustments to survey control to ensure consistency in topographical surveys and construction layouts; compute grades and profiles.

Perform leveling duties; determine source of errors and adjust instrumental errors.

Locate and set survey monuments and benchmarks in accordance with state regulations and procedures; perform necessary calculations in order to set stakes and hubs for street, sewer, water storm drain, buildings and related Public Works projects; coordinate vertical control work in establishing an accurate system of City benchmarks for elevation control according to minimum state standards as set forth in WAC.

Coordinate and direct survey crew work related to horizontal control traverses for construction projects and PLSS section breakdowns.

Produce, analyze and improve layouts, tracings, various plans and statistics; prepare routine engineering reports.

Download and convert survey data collector into design network; edit raw data and maintain data; maintain topographical mapping, wetland delineations, projects, control traverses and their corresponding adjustments; maintain the operability of data collector.

Assist City utility crews in location of utilities.

Operate a variety of tools and equipment as listed below; clean and adjust survey instruments in accordance with state regulations; operate and maintain City vehicle to conduct work.

Become familiar with, follow and actively support the City's and Department's mission, vision, values and behavior statements.

PERIPHERAL DUTIES:

Perform the duties of a Survey Party Chief in the Chief's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of survey techniques, terminology and equipment
- Methods, equipment and materials used in surveying and drafting
- Modern road and utility construction practices
- Technical aspects of field of specialty
- Record-keeping techniques

- Research methodology and analysis methods and techniques
- Applicable laws, codes, regulations, policies and procedures
- City organization, operation, policies and procedures
- Principles of trigonometry, geometry and algebra
- Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs, AutoCAD, LDD, Arc Explorer, Arc View
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Oral and written communication skills
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Principles and practices of supervision and training
- Current first aid, traffic flagging and enclosed spaces applications

SKILLED IN:

- Application and operation of current field survey techniques, principles, practices and equipment
- Performance of advanced-level engineering mathematical calculations and the application of trigonometry, geometry and algebra quickly and accurately
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Preparation of accurate and legible field notes, sketches and reports
- Effective organization and expression of ideas through the use of oral and written communications

ABILITY TO:

- Perform manual field survey work; analyze instrument errors and adjust in the field
- Read engineering plans and perform field survey work
- Work from blueprints, shop drawings and sketches
- Clean and adjust survey instruments
- Establish and maintain effective working relationships with co-workers, elected officials, managers, employees and the public
- Observe legal and defensive driving practices
- Perform effectively as a team member
- Compose, proofread and edit general correspondence, routine reports and project documents
- Read, analyze and interpret technical journals, financial reports, legal documents, operating
 and procedure manuals, general business periodicals, professional journals, government
 regulations, etc.
- Speak effectively and present information in one-on-one and small group situations to the public and other employees of the organization; represent field survey/engineering calculations
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations

- Interpret and carry out a variety of instructions furnished in written, oral, diagram, or schedule form
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school or equivalent supplemented by courses in engineering

mathematics; and

Experience: Four (4) years increasingly responsible surveying experience.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license

- Must be able to successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Current Traffic Flagging card, or ability to obtain within 6 months

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in surveying including but not limited to levels, electronic measuring equipment, theodolites, total stations, data collectors, rods, and calculators.

Required to operate a City vehicle to conduct field work.

May also use typical business office machinery and equipment including but not limited to personal computer including technical, drafting, engineering applications and word processing software, printers, telephone, fax and copy machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office and field environment. While performing the duties of this job, the employee is regularly exposed to outside weather conditions and heavy traffic. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to loud.

SIGNATURES:			
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/Designee	Date
** Note: This document will be	e reviewed and	d updated annually at the time of the empl	oyee's

position are changed significantly.

performance appraisal; when this position becomes vacant; or, if the duties of this

Revised: 03/01/07